

# Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

February 2011

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Creek Freeze  
Photo Courtesy of Peggy Moak

Butte County is currently accepting applications for the position of **Director of General Services**. For additional information on this career opportunity including salary, filing date and requirements for the position, please turn to page 4 and view our website at [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel).

# BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

## ***DIRECTOR – HUMAN RESOURCES***

- **Brian Ring**, (530) 538-7652

## ***ASSISTANT DIRECTOR - HUMAN RESOURCES***

- **Charlie Wilson**, (530) 538-6948

## ***PRINCIPAL HUMAN RESOURCES ANALYST***

- **Mark Chambers**, (530) 538-2174  
Accommodations (ADA/FEHA), Non-Discrimination Issues

## ***SENIOR HUMAN RESOURCES ANALYST***

- **Sheri Waters**, (530) 538-6950  
Leave Issues (FMLA, CFRA, PDL), Pre-Employment Medical Evaluations, Recruitment & Selection
- **Aaron Quin**, (530) 538-2157  
Recruitment & Selection, Salary Ordinance, Classification and Compensation Surveys, Departmental Website

## ***HUMAN RESOURCES ANALYST***

- **Connie Meahan**, (530) 538-6945  
Bilingual Certification, Background Investigations, Recruitment & Selection

## ***HUMAN RESOURCES SPECIALIST***

- **Tracey Carpenter**, (530) 538-6946  
Recruitment Support, Applicant Data Entry

## ***HUMAN RESOURCES SPECIALIST***

- **Rebecca Worley**, (530) 538-7239  
Employee Personnel Documents, Personnel Files

## ***HUMAN RESOURCES SPECIALIST***

- **Raeshell Forrester**, (530) 538-7781  
Employee Benefits, New Hire Orientation, COBRA

## ***ADMINISTRATIVE ASSISTANT, SENIOR***

- **Vacant**, (530) 538-7652  
Director's Calendar, Training Coordination/Registration, Accounts Payable, Departmental Purchasing

## ***ADMINISTRATIVE ASSISTANT***

- **Pam Lindquist**, (530) 538-3880  
FMLA Tracking & Reporting, Pre-employment Physical Scheduling

## ***OFFICE SPECIALIST***

- **Karen Pappalardo**, (530) 538-7651  
Front Desk Reception

## ***ADMINISTRATIVE ANALYST***

- **Rhonda Brantley**, (530) 538-6451  
W2s, Journal Corrections

## ***PAYROLL SPECIALIST***

- **Sheri Atkison**, (530) 538-7756  
W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Paid Family Leave, 4850 Payments/Workers Comp. Calcs, Union Dues, Special Pays
- **Spiros Banos**, (530) 538-6104  
Deferred Compensation, Back Wages Issues, Catastrophic Leave Donations
- **Karen Gold**, (530) 538-7570  
W4s, Time Card Corrections, Direct Deposit, SDI, Garnishments, Voluntary Furlough
- **Carla May**, (530) 538-7741  
FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

## **HOW TO CONTACT US**

### **DEPARTMENT OF HUMAN RESOURCES**

3-A County Center Drive, Oroville, CA 95965

**Phone:** (530) 538-7651

**TTY/TDD:** (530) 538-6833

**Email:** [personnel@buttecounty.net](mailto:personnel@buttecounty.net)

**Job Hotline (recorded job listing):** (530) 538-7653

**Fax Line:** (530) 538-7790

**Website:** [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel)

# NEOGOV IS HERE!!!

***The Butte County Department of Human Resources is excited to announce the launch of its new online application tracking system, NEOGOV.***

**Effective January 3, 2011, the Department of Human Resources will be unveiling NeoGov, a new and improved online job application system that will provide applicants a more user friendly way of applying for job opportunities within Butte County.**

**NEOGOV is a nationwide online application system, meaning that once you have created a new account and are in the system, you will be able to apply with any agency that uses NEOGOV without having to re-enter your information. If you already have an account with NEOGOV from a different agency, you *will not* need to create another account.**

**Logon and create an account today!!!**

**You can create your new NEOGOV profile by going to <http://www.governmentjobs.com/index.cfm> and clicking on the "Career Seekers" tab at the top of the screen. Creating an account with NEOGOV will take a small amount of time on the front end of the application process, however once you have your information input into the system, it will remain there for as long as you have your account (unless you would like to edit or change your information).**

**You can also view Butte County's current employment opportunities by going to the Butte County Human Resources Department website ([www.buttecounty.net/personnel](http://www.buttecounty.net/personnel)) and clicking Employment Opportunities link on the left side of the page.**

**\*\*If you have applied for a County job in the past using the prior online application system, your information will not transfer over to the new system.\*\***

**Effective January 3, 2011, please note that you will no longer be able to login into the current online application system. All new applications will be submitted using the new online application system.**

**Questions and/or comments about this change can be sent directly Aaron Quin at [aquin@buttecounty.net](mailto:aquin@buttecounty.net), Sheri Waters at [swaters@buttecounty.net](mailto:swaters@buttecounty.net) or Connie Meahan at [cmeahan@buttecounty.net](mailto:cmeahan@buttecounty.net). Please put "NEOGOV" in the subject line.**

## DIRECTOR OF GENERAL SERVICES

<b>Annual Salary</b>	Salary Range \$108,003 — \$120,003
<b>Recruitment Number</b>	110165014
<b>Filing Period Extended</b>	01/21/11—03/04/11

### **The Position:**

This position will operate under policy direction from the Board of Supervisors and administrative direction from the Chief Administrative Officer. The Director of General Services, is an organizational leader capable of leading a complex and diverse organization combining good judgment and initiative to deliver superior support functions to other County Departments.

The Director of General Services is a Department Head position with the primary responsibilities to plan and direct the activities of the General Services Department including management of real property assets, contracting and procurement and other support services as directed. This position reports to the Chief Administrative Officer.

### **The Ideal Candidate:**

The ideal candidate for the General Services Director will have the ability to work with divergent viewpoints and find workable solutions in a world where very few things are black and white. He/she will have a big picture view of the world, be politically astute and have strong interpersonal skills and the ability to work with diverse groups. In addition to these attributes, a proven track record in management of a complex organization in a general services capacity is strongly desired. At a minimum, the ideal candidate will meet the following criteria:

### **Education, Experience, Certifications and Licenses:**

- A Bachelor's Degree in public administration or business administration or related field from an accredited college or university
- Five (5) years of increasing responsible management experience in public administration or other relevant environment with multiple divisions and regulatory compliance components.
- Minimum of three (3) years at the staff level of detailed experience in contracting, accounting, property management or construction management is required.
- Must possess a valid California driver's license.
- Employees hired into this classification must file statements of economic interest with the Butte County Recorder's Office.

\*\*If you are interested in this excellent career opportunity, please visit our website at [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel) to apply. A copy of your degree and/or transcripts must be attached to application at time of submission.

**PUBLIC HEALTH NURSE, ASSOCIATE**  
(Bilingual: Spanish)

<b>Bi-Weekly Salary</b>	\$1,749.46—\$2,344.46
<b>Monthly Equivalent</b>	\$3,790—\$5,080
<b>Recruitment Number</b>	114047028
<b>Filing Period</b>	02/01/11—02/18/11

**Requirements:**

- Bachelor's degree in Nursing.
- Must be licensed as a Registered Nurse, hold a Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Applicants who have recently graduated from a Baccalaureate Nursing program, and have not taken the NCLEX-RN may apply using a California Board of Registered Nurses (BRN) interim permit (IP). The IP will also serve until they receive their Public Health Certificate. The interim permit is not renewable and is in effect to the expiration date (6 months after issuance) or until the results of the examination are mailed, at which time it becomes null and void. Continued employment is dependent on receiving a passing score on the NCLEX-RN.
- Valid State of California driver's license may be required.

**Responsibilities:** Under close supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; participates and assists with coordination of client and community services to support the goals of the Public Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

**PUBLIC HEALTH NURSE (Bilingual: Spanish)**

<b>Bi-Weekly Salary</b>	\$1,883.98—\$2,524.73
<b>Monthly Equivalent</b>	\$4,082—\$5,470
<b>Recruitment Number</b>	114046029
<b>Filing Period</b>	02/01/11—02/18/11

**Requirements:**

- Bachelor's degree in Nursing, and one (1) year of professional experience as a Public Health Nurse, Associate in Butte County or equivalent position in a Public Health or community setting required.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general supervision, performs a variety of nursing care services in the examination and treatment of clients in various settings; coordinates client and community services to support the goals of the Public Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

**PUBLIC HEALTH NURSE, SENIOR**  
(Bilingual: Spanish)

<b>Bi-Weekly Salary</b>	\$2,079.57—\$2,786.82
<b>Monthly Equivalent</b>	\$4,506—\$6,038
<b>Recruitment Number</b>	114045030
<b>Filing Period</b>	02/01/11—02/18/11

**Requirements:**

- Bachelor's degree in Nursing, and three (3) years nursing experience in a public or community health setting. One (1) year experience in Butte County preferred.
- Must be licensed as a Registered Nurse, hold Public Health Nurse Certificate from the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general supervision, coordinates nursing, teaching, and health counseling programs and services for the prevention and control of diseases and adverse health conditions; coordinates client and community services to support the goals of the Public Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

**CERTIFIED NURSE PRACTITIONER**

<b>Bi-Weekly Salary</b>	\$2,352.84—\$3,153.03
<b>Monthly Equivalent</b>	\$5,098 — \$6,832
<b>Recruitment Number</b>	114034031
<b>Filing Period</b>	02/01/11—02/18/11

**Requirements:**

- Bachelor's degree in Business Administration, Public Bachelor's degree in Nursing, and three (3) years professional experience as a Registered Nurse.
- Must be licensed as a Registered Nurse and Certified as a Nurse Practitioner, by the State of California, and remain active with all annual licensing requirements.
- Valid State of California driver's license is required.

**Responsibilities:** Under limited physician and clinic manager supervision, performs a variety of medical and administrative services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or the Behavioral Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

## PHYSICAL THERAPIST

<b>Bi-Weekly Salary</b>	\$1,931.08—\$2,587.83
<b>Monthly Equivalent</b>	\$4,184—\$5,607
<b>Recruitment Number</b>	114049008
<b>Filing Period</b>	Continuous

### Requirements:

- Bachelor's degree in Physical Therapy.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.
- Must be able to pass a pre-employment physical.

**Responsibilities:** Under limited supervision, performs patient care therapy services in the treatment of children and adults with special health care needs in clinic settings to support the goals of the Public Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

## PHYSICIAN'S ASSISTANT

<b>Bi-Weekly Salary</b>	\$2,352.84 — \$3,153.03
<b>Monthly Equivalent</b>	\$5,098 — \$6,832
<b>Recruitment Number</b>	114032032
<b>Filing Period</b>	02/01/11—02/18/11

### Requirements:

- Possession of a valid certificate as a Physician Assistant issued by the Board of Medical Quality Assurance of the State of California.
- One (1) year of experience as a Physician's Assistant highly desirable.

**Responsibilities:** Under physician and clinic manager supervision, performs a variety of services in the examination and treatment of clients in out-patient or clinic settings to support the goals of the Public Health or Behavioral Health Department.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

## PHYSICAL THERAPIST, SENIOR

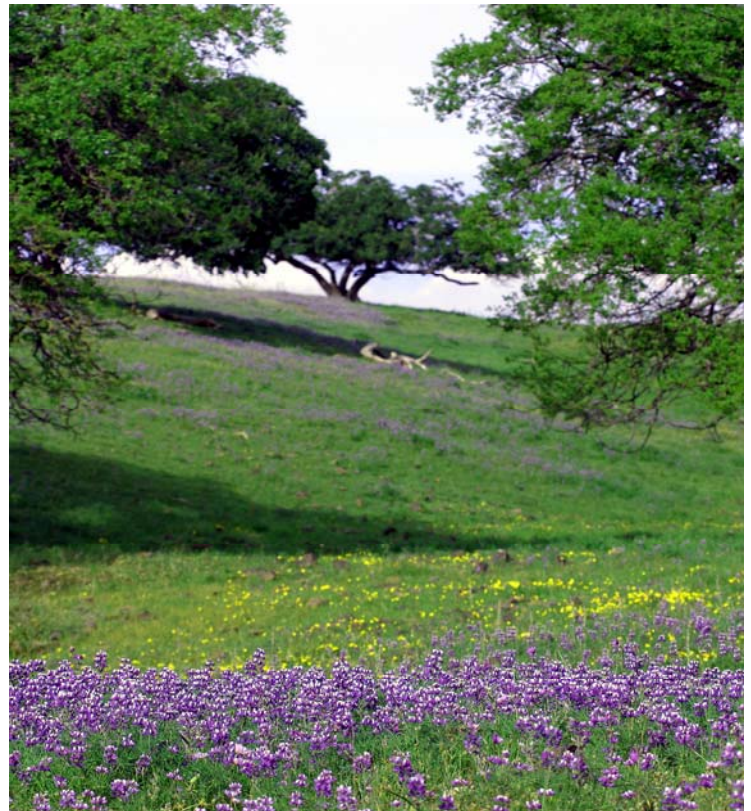
<b>Bi-Weekly Salary</b>	\$2,131.56—\$2,856.49
<b>Monthly Equivalent</b>	\$4,618—\$6,189
<b>Recruitment Number</b>	114071009
<b>Filing Period</b>	Continuous

### Requirements:

- Bachelor's degree in Physical Therapy, and three (3) years therapy experience, preferably in a rehabilitation setting. Two (2) years of experience in a program providing therapy to children with special orthopedic or neuromuscular needs preferred.
- Must have possession of a valid Certificate of Registration as a Physical Therapist issued by the Board of Medical Examiners of the State of California, and remain active with all annual licensing requirements.
- Must possess a valid State of California driver's license.

**Responsibilities:** Under general supervision, plans and administers physical therapy services in the treatment of physically handicapped clients in a clinic, classroom, or home setting.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.



Lupin Meadow, Butte County  
Photo Courtesy of Rob McConnell

### ADMINISTRATIVE ANALYST, ASSOCIATE

<b>Bi-Weekly Salary</b>	\$1,546.26—\$2,072.14
<b>Monthly Equivalent</b>	\$3,350—\$4,490
<b>Recruitment Number</b>	111028025
<b>Filing Period</b>	02/01/11—02/18/11

#### Requirements:

- High school diploma or equivalent GED certificate.
- Four (4) years experience in fiscal, administrative, human resources, or management analysis. Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field may substitute for three (3) years of experience.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general supervision, performs administrative work and a variety of support functions to assist department management in processing budgets, grants, administrative, and management issues.

### ADMINISTRATIVE ANALYST

<b>Bi-Weekly Salary</b>	\$1,706.79—\$2,287.26
<b>Monthly Equivalent</b>	\$3,698—\$4,956
<b>Recruitment Number</b>	111026026
<b>Filing Period</b>	02/01/11—02/18/11

#### Requirements:

- Associate's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field.
- Two (2) years experience in fiscal, administrative, human resources, or management analysis. One (1) year of experience in Butte County preferred.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

**Responsibilities:** Under general supervision, performs analytical work to assist department management in resolving budget, administrative, and management issues; develops recommendations and write reports.

### ADMINISTRATIVE ANALYST, SENIOR

<b>Bi-Weekly Salary</b>	\$1,883.98—\$2,524.73
<b>Monthly Equivalent</b>	\$4,082—\$5,470
<b>Recruitment Number</b>	111025027
<b>Filing Period</b>	02/01/11—02/18/11

#### Requirements:

- Bachelor's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field.
- Three (3) years experience in fiscal, administrative, human resources, or management analysis. One (1) year of experience in Butte County preferred.
- Valid State of California driver's license may be required.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk/Recorder.

**Responsibilities:** Under limited supervision, performs complex analytical work to assist department management in resolving budget, administrative, and management issues; develops recommendations and writes reports.

### EMPLOYMENT CASE MANAGER

<b>Bi-Weekly Salary</b>	\$1,366.67—\$1,831.48
<b>Monthly Equivalent</b>	\$2,961—\$3,968
<b>Recruitment Number</b>	115354020
<b>Filing Period</b>	02/01/11—02/18/11

#### Requirements:

- High school diploma or GED.
- Successful completion of 30 semester or 45 quarter units in Social Work, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field.
- Three (3) years of case management work experience in a public or private social services agency. Bachelor's degree in Social Work, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university may substitute for two (2) years of the required work experience.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general supervision, determines extent of clients' employment services needs, and develops individualized plans to assist clients to become employed and economically self-sufficient; provides casework services to clients with moderate social service needs.

## SOCIAL SERVICES AIDE

<b>Bi-Weekly Salary</b>	\$1,121.69—\$1,503.17
<b>Monthly Equivalent</b>	\$2,430—3,257
<b>Recruitment Number</b>	115337021
<b>Filing Period</b>	02/01/11—02/18/11

### Requirements:

- Bachelor's degree in Social Work or Behavioral Sciences  
**OR**
- High School diploma or equivalent GED certificate; **AND**
- One (1) year of work experience providing direct services to adults, children and/or families in a public or private social services agency.

*Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree program and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.*

*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of work experience required; **OR***

*2 semesters in a public child or adult protective services agency may be substituted for 1 year of work experience required.*

- A valid State of California driver's license is required.

**Responsibilities:** Under close supervision, provides assistance to social workers by performing specifically assigned support functions in social services settings and client homes.

## SOCIAL WORKER

<b>Bi-Weekly Salary</b>	\$1,435.86—\$1,924.20
<b>Monthly Equivalent</b>	\$3,111—\$4,169
<b>Recruitment Number</b>	115335022
<b>Filing Period</b>	02/01/11—02/18/11

### Requirements:

- Master's degree in Social Work. **OR**
- Bachelor's degree in Social Work or Behavioral Sciences; **AND**
- One (1) year of work experience in a public or private social services agency working with children and/or adults, or one (1) year experience performing duties comparable to an Employment Case Manager in a California county welfare department.

*Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree program and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.*

*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of work experience required; **OR***

*2 semesters in a public child or adult protective services agency may be substituted for 1 year of work experience required.*

- A valid State of California driver's license is required.

**Responsibilities:** Under close supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home supportive Services and Adult Protective Services. Provides professional assessments, and support and case management services to these at-risk populations in Butte County.

## SOCIAL WORKER, SENIOR

<b>Bi-Weekly Salary</b>	\$1,584.92—\$2,123.95
<b>Monthly Equivalent</b>	\$3,434—\$4,602
<b>Recruitment Number</b>	115333023
<b>Filing Period</b>	02/01/11—02/18/11

### Requirements:

- Masters degree in Social Work.

**OR**

- Bachelor's degree in Social Work or Behavioral Sciences; **AND**
- Three (3) years work experience performing protective services for children, adults or families in a public social services agency.

*Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree program and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.*

*Internship from an accredited college or university within the Behavioral or Social Services field, upon completion of: 2 semesters, may be substituted for 6 months of protected services experience required; **OR***

*2 semesters in a public child or adult protective services agency may be substituted for 1 year of protected services experience required.*

- A valid State of California driver's license is required.

**Responsibilities:** Under general supervision, carries a select and difficult caseload in child or adult services including Child Welfare and Child Protective Services, In-home Supportive Services and Adult Protective Services. Provides professional assessments and support and case management services to these at-risk populations in Butte County.

## SUPERVISOR, SOCIAL WORK

<b>Bi-Weekly Salary</b>	\$1,838.03—\$2,463.14
<b>Monthly Equivalent</b>	\$3,982—\$5,337
<b>Recruitment Number</b>	115331024
<b>Filing Period</b>	02/01/11—02/18/11

### Requirements:

- Master's Degree in Social Work or Behavioral Sciences; **AND**
- Two (2) years work experience performing increasingly responsible social work duties in a public or private social work agency, **OR**
- Bachelor's Degree in Social Work or Behavioral Sciences; **AND**
- Four (4) years work experience performing increasingly responsible social work duties in a public or private social work agency;

*Upcoming graduates may supply a letter from their attending university stating impending graduation date of their degree program and verification of credits needed for graduation, which will allow placement on list of eligibles. Actual hiring of position will not occur until after graduation date.*

- A State of California Driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County/Clerk Recorder.

**Responsibilities:** Under general supervision, supervises Social Service Aides, Social Workers and Senior Social Workers who carry a select and difficult caseload in child or adult services, including Child Welfare and Child Protective Services, In-home Supportive Services and Adult Protective Services.

## INVESTIGATOR II

<b>Bi-Weekly Salary</b>	\$1,874.95—\$2,638.25
<b>Monthly Equivalent</b>	\$4,062—\$5,716
<b>Recruitment Number</b>	117016006
<b>Filing Period</b>	Continuous

### Requirements:

- Minimum of (45) semester units/ (68) quarter units earned for course work completed through a college or university accredited by an accrediting body recognized by the U.S. Department of Education or from an institution authorized to award degrees pursuant to Section 94900 of the California Education Code.
- Three (3) years of full-time investigative experience gained during employment as a California peace officer defined under Sections 830.1, 830.2, 830.3, 830.32, 830.33, or 830.35 of the California Penal Code, **OR** at least two (2) years of full-time investigative experience gained during employment as an Investigator or Inspector for a California District Attorney's Office.
- Possession of a valid and current Basic Certificate awarded by the California Commission on Peace Officers Standards and Training. Individuals with expired certificates may apply, but must possess a valid certificate prior to appointment.
- Must possess valid State of California driver's license, and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

**Responsibilities:** Under general supervision, investigates and resolves assigned cases, coordinates with prosecuting attorneys to prepare cases for trial, and enforces state laws.

## PSYCHIATRIST

<b>Bi-Weekly Salary</b>	\$5,447.56 — \$7,300.26
<b>Monthly Equivalent</b>	\$11,803 — \$15,817
<b>Recruitment Number</b>	114125007
<b>Filing Period</b>	Continuous (open until filled)

### Requirements:

- Medical Doctor's degree required, and a valid Physician and Surgeon Certificate issued by the State of California Board of Medical Examiners.
- Must possess or be eligible for certification by the American Board of Psychiatry as a Psychiatrist; must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license may be required.

**Responsibilities:** Under general direction, provides clinical assessments and treatment services to alleviate suffering in clients with behavioral health disorders. Plans and carries out assignments independently; interaction with the supervisor is typically to receive daily or weekly assignments, prioritize workload and exchange opinions on work related matters. Reports to Assistant Director or Program Manager.

**Agency Shop:** Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

## DEPUTY SHERIFF AND DEPUTY SHERIFF (LATERAL)

Bi-Weekly Salary	\$1,538.86—\$2,165.34
Monthly Equivalent	\$3,334—\$4,692
Deputy Sheriff	116816004
Deputy Sheriff ( <b>Lateral</b> )	116816018
<b>Filing Period</b>	Continuous

**Summary:** Under general supervision and exercising controlled discretion, provides safety and security to citizens within the community through the patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to assistance calls.

### Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or GED equivalent.
- Completion of a POST certified regular basic course or equivalent within the last three years. **OR** possess a valid POST Basic certificate.
- Valid State of California driver's license is required.
- **Additional qualifications for lateral transfers: Must be currently working as a peace officer, and possess a valid California POST Basic Certificate or have one (1) full year experience as a peace officer in California law enforcement agency. A POST certificate of completion is required and must be attached to the application at time of submission.**
- **Additional qualifications for Cadet applicants: Applicants who are currently attending a POST approved basic course academy are eligible to apply for the Cadets Only recruitments, and along with applicants who have completed a POST approved basic course academy within the last six (6) months may waive the POST entry-level reading and writing examination if able to verify an acceptable T-Score.**

**Special Requirements:** All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required.

Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Any offer of employment in this classification is contingent upon taking and passing a medical examination. The examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position. Any indication of active organic disease is disqualifying. Hearing aids are not acceptable. Must be able to pass a plate test of color vision.

No conviction by any state, the federal government, or a foreign government of a crime, which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison. All applicants must be United States citizens (Government Code 24103).

## CORRECTIONAL OFFICER (LATERAL, CORE AND POST)

Bi-Weekly Salary	\$1,450.22—\$1,943.44
Monthly Equivalent	\$3,142—\$4,211
Correctional Officer ( <b>Lateral</b> )	116825003
Correctional Officer ( <b>POST Certified</b> )	116825001
Correctional Officer ( <b>CORE Certified</b> )	116825002
<b>Filing Period</b>	Continuous

**Responsibilities:** Under general supervision of Shift Sergeant, maintains safety and security of the staff, inmates, visitors and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff and visitors are relatively safe, and conditions are humane.

### Education, Experience, Certifications and Licenses:

- High school diploma or GED equivalent.
- Valid State of California driver's license is required.
- Must obtain certification in CPR and First Aid within one year.
- **Additional qualifications for lateral transfers: Must be currently working as a correctional officer in a correctional facility where a California State Board of Corrections approved test was administered prior to employment, and have one (1) year of experience as a correctional officer.**
- **Additional qualifications for Correctional Officer (CORE): A Certificate of Completion from the Correctional Officer CORE Course (STC) must be attached to the application at the time of submission.**
- **Additional qualifications for Correctional Officer (POST): A POST certificate of completion is required and must be attached to the application at time of submission.**

**Special Requirements:** All applicants must be 18 years of age or older with the following exception: Person 17 years of age, but less than 18, may apply but may not be appointed until they reach 18 years of age. Proof of minimum age requirements may be required. Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully completed during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

# IMPORTANT NOTICES

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Department of Human Resources.

**To meet immigration reform and control act requirements, prior to employment, all applicants must provide proof of identity and authorization to work.** All Butte County classifications may require the possession of, or the ability to obtain by appointment date, a valid operator's license issued by the State Department of Motor Vehicles.

## CONDITIONS OF EMPLOYMENT

Any final offer of employment, in any of the above-mentioned positions, will be contingent upon the applicant taking and passing a background investigation. Some positions may require a medical examination.

The medical examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

## POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT

Any applicant who receives a conditional offer of employment from the Sheriff's Department must have successfully completed a departmentally approved background examination or investigation. This may include, but is not limited to a polygraph examination, financial history review, contact with relatives and references, and an employment history review.

## AFFIRMATIVE ACTION POLICY:

The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the application, selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years), or marital status. Persons who believe they have been discriminated against by the County in the application, examination, or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

## Butte County is an Equal Opportunity Employer

Butte County's Equal Employment Opportunity Plan may be reviewed at the Department of Human Resources located at 3-A County Center Drive, Oroville, CA. Applicants with special needs may make arrangements by contacting the Human Resources Department at (530) 538-7651/TDD (530) 538-6833. We appreciate your support in furthering our commitment to equal opportunity employment.

## THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be found on our website at [www.buttecounty/personnel.net](http://www.buttecounty/personnel.net). The Department of Human Resources must receive completed applications no later than 5:00 p.m. on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Job Application*. Appli-

cants requesting special testing accommodation should notify the Department of Human Resources five (5) days before the scheduled testing date.

Applicants are screened on the basis of overall education and experience qualifications. Applicants meeting the overall qualifications may be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The recruitment process may include application review, written, oral, and/or performance examinations, and in some cases a physical agility test may be required.

Applicants will be notified by mail or email as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied. Be sure to state the position title on each separate application submitted. **Failure to provide any of the required information will result in the rejection of your application.**

Only the Butte County Job Application with a revision date of 03/2008 or later and the **new Online Job Application** will be accepted. All prior revisions of the Application will be returned without review.

**Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008) and the new Online Job Application, you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.**

## BENEFITS

Employee benefits include a substantially paid medical, dental, and vision insurance plan for employees and dependents; County-paid term life insurance; a County-paid Employee Assistance Program for employees and dependents; and a competitive paid holiday, vacation, and sick leave program. In addition to participating in Social Security, the County pays the employee's share of the contribution to the Public Employees' Retirement System (PERS). Employees may also elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

DEPARTMENT OF HUMAN RESOURCES  
COUNTY OF BUTTE  
3-A COUNTY CENTER DRIVE  
OROVILLE, CA 95965  
**RETURN SERVICE REQUESTED**